



MINUTES

Committee: **Technology Enhancement Committee (TEC)**

Date: November 17, 2011

Time: 1:30pm

Location: ST-541

Present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Amarawansa, Karen | <input checked="" type="checkbox"/> Nitsch, Lisa |
| <input checked="" type="checkbox"/> Baik, Sang | <input checked="" type="checkbox"/> Prasetia, Budi |
| <input type="checkbox"/> Barajas, Leticia | <input type="checkbox"/> Randall, Ayesha (Resource) |
| <input checked="" type="checkbox"/> Delzeit, Linda | <input checked="" type="checkbox"/> Reed, Patrick |
| <input checked="" type="checkbox"/> Guerrieri, Joe | <input type="checkbox"/> Riley, Patrick |
| <input checked="" type="checkbox"/> Le, Kenadi | <input checked="" type="checkbox"/> Traylor, Erroll |
| <input checked="" type="checkbox"/> Majors, Derek | <input type="checkbox"/> Ysais, David |

Guests: Maurice Burnett (Counseling)

Recommendations for College Council Committee (Action Items from Minutes Below):

Meeting Convened: The meeting was called to order at 1:41pm. Correction on Sign-in Sheet: Karen Amarawansa is on excused leave (not part of quorum count); Leticia Barajas will be the administrative rep instead of Mary Gallagher; Patrick Riley will replace Kevin Walters for ASO. Joe Guerrieri and Linda Delzeit are on conference call.

Approval of Minutes: MSU: Delzeit/Nitsch to approve minutes from the meeting dated March 17, 2011; September 15, 2011; October 20, 2011.

Report on Actions Taken:

Action/Discussion Items:

Item: Remove MFD Login Authorization
Key Consideration: <ol style="list-style-type: none">1. MAC connection to the MFD has been sketchy in south campus, north campus and public areas.2. MAC users are not able to print – F building, K building. Printing appears to

<p>be a PC-only service in those areas.</p> <p>3. P. Reed suggests that the authorization be removed until the compatibility issue is resolved. B. Sang would like to meet with W. Gaspar to confirm the problem and the cause before taking action. There is a meeting scheduled 11/18/11 at 10am and suggests that P. Reed also attend. B. Sang will email TEC members the finds and results of the meeting.</p>
<p>Actions Taken (if any): Item tabled.</p>

<p>Item: Inclusion of Maintenance of Committee Email Distribution List in Templates</p>
<p>Key Consideration: TEC recommends a systematic approach to keeping the LATTC Committee Email Distribution List up-to-date.</p> <ol style="list-style-type: none"> 1. Currently no process in place to update distribution lists – new hires, change in roles, those leaving the district. 2. Establish process to keep all distribution lists current which will ensure effective communication.
<p>Actions Taken (if any): MSU: Traylor/Nitsch to send recommendation to College Council.</p>

<p>Item: Review Publisher-Provided Multimedia Content – Copyright Issues from Converted Media (TEMP IG Item #2.8e)</p>
<p>Key Consideration: TEC recommends department chairs work with the instructors to find alternative textbooks that include multimedia presentation materials or check to see if a new edition of the current textbook exists that include multimedia presentation materials. In addition, it is requested that chairs inquire as to the use of media materials in the classroom. These assets could be made to be listed in the recommended “Technology Assessment” portion or Program Review.</p> <ol style="list-style-type: none"> 1. With new technology and use of materials in classrooms, it is imperative that all instructors are aware of copyright laws. Routine training and providing information regarding media material is critical. 2. Need a list from department chairs of materials used in classes to verify compliance to copyright laws. 3. Look for multimedia textbooks for use in classrooms.
<p>Actions Taken (if any): MSU: Nitsch/Traylor to send recommendation to College Council.</p>

Reports

DTC Updates – None

Discussion Items

1. NemoQ and Online Reservations – Students are requesting a NemoQ portal so that they can schedule appointments for student services (counseling, financial aid, admissions, etc.).
 - a. The system is in place for counseling but is not being utilized. Training will be essential for staff.
 - b. M. Burnett reported that the SARS system has an appointment scheduling feature, but that it operates much differently than the NemoQ.

- c. There are other issues to address that affects how the counseling department handles the volume of students needing their services, particularly if students are able to schedule their own appointments online.
- d. Does TEC need to form a taskforce to research the practical usage of SARS/NemoQ? K. Le felt strongly that this committee should not assume to know what every department needs and how they could utilize such systems. Sending a recommendation to College Council to find ways to effectively meet student needs by allowing each department to choose would be best.

MSU: Traylor/Nitsch – TEC recommends departments determine how to use NemoQ or SARS for their students.

- 2. User Agreement/Policy File-sharing via eGroups & Auto-Subscribe Policy – A TEC taskforce is needed to research LATTTC responsibility in sharing information as well as develop policies to ensure compliance with laws (i.e. plagiarism) as well as protecting individual ID and personal information.
 - a. Many LATTTC classes require participation in programs such as Facebook. Is our institution responsible to protect personal information?
 - b. File sharing in programs may result in cheating or plagiarism. How do we address this potential problem?
 - c. What technical services can be utilized in the classroom and are we allowed to require student participation?

Taskforce: Joe Guerrieri, Patrick Reed, Linda Delzeit

- 3. Unreliable Wireless Service –
 - a. Authentication page frequently does not come up
 - b. Whitelist users connect but show no internet connection
 - c. Same issue as in the past? Vendor related? Related to system changes? Per B. Sang, he thought the issue had been resolved. E. Traylor reported that his people check periodically in various areas of campus to test whether connection exists. Since there seems to be problems intermittently, E. Traylor will resume testing at least twice a week. B. Sang would like any problems with wireless connections to be reported to IT immediately – they will deal with each situation and resolve problems appropriately.
- 4. SharePoint Collaboration
 - a. The District office is currently looking at it.
 - b. P. Reed will gather information and report back to TEC.
 - c. LiveChat – M. Burnett will discuss with P. Reed.

Meeting Adjourned: The meeting was adjourned at 3:00pm.